[ ]  Fee [INSERT FEE]

[ ]  No Fee

Applications received after **[INSERT DATE]** may not be accepted for processing

**INSTRUCTIONS**

This application is required for a Temporary Food Establishment Permit. Temporary Food Establishment means a food establishment operating at a fixed location, with a fixed menu, for not more than twenty-one consecutive days in conjunction with a single event or celebration, such as a canoe journey, pow wow, or festival.

* Complete the information requested on pages 1-2
* Initial and complete the “Temporary Food Establishment Safety Checklist” on page 2-4
* Complete the signature block on page 4

**APPLICANT/BUSINESS CONTACT INFORMATION**

Organization/Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Main Contact: E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City: \_\_\_\_\_\_\_\_\_\_\_State: \_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_

Contact Numbers: [ ]  Cell [ ] Work [ ]  Home Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternate Contact Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EVENT INFORMATION**

Name of Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Food Service Start Date: \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ Serving Start Time: \_\_\_\_\_AM /PM

Ending Date: \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ End Time: \_\_\_\_\_AM /PM

When will food preparation begin? Date: \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ Starting Time \_\_\_\_\_AM /PM

Event Location (Name & Address):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOOD HANDLING INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of hand wash station** | [ ]  Portable sink | [ ]  Gravity fed | [ ]  Plumbed sink |
| **Dish washing/utensils** | [ ]  3 compartment sink | [ ]  3 Bucket/Bins | [ ]  Extra Utensils |
| **Cold/Hot Holding Equipment**  | [ ]  Ice chest/cooler with ice  | [ ]  Refrigerator | [ ]  Steam table  |
| [ ]  Grill/BBQ | [ ]  Chafing dish w/ fuel | [ ]  Slow cooker/roaster |
| [ ] Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Cooking/Reheating Equipment** | [ ]  Grill/BBQ | [ ]  Fryer | [ ]  Oven |
| [ ]  Roaster | [ ]  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Produce** | [ ]  purchased pre-washed  | [ ]  washed in a food preparation sink with potable water plumbed to a approved wastewater system with an indirect connection | [ ]  washed using separate gravity flow container (container with hands-free dispensing |

**FOOD PREPARATION AND MENU**

Where will food be purchased? (Examples: Costco, Sam’s Club) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MENU:** Complete the table below. List all foods, beverages, and condiments that will be served. Use additional paper as needed.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Food Item** | **Purchasing raw or pre-cooked meat?** | **Prepared in Booth or Approved Kitchen?** | **Transporting item hot or cold? What type of equipment for transport?** | **Cold holding equipment used at event? (41°F or below)** | **Cooking/reheating equipment used? Final cook/reheat temperature?** | **Hot holding equipment used? (135°F or above)**  |
| Example: Hamburger | Raw | Booth | Cold Ice Chest | Ice Chest | Grill 155°F | Grill/Steam Table |
|  |  |  |  |  |  |  |
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**TEMPORARY FOOD ESTABLISHMENT REQUIREMENTS CHECKLIST**

Below is a checklist to review requirements for operating a temporary food establishment. The checklist includes key requirements of the [INSERT NAME OF TRIBE] Temporary Food Establishment Guide but does not cover all possible operational requirements. Refer to the Temporary Food Establishment Guide for complete requirements.

|  |  |  |
| --- | --- | --- |
| **Initials** | **Description** | **Requirements**  |
|  | **Food Permit** | All food workers have an onsite copy of their valid food worker card issued by a Tribe, Indian Health Service, or [INSERT STATE(S)] |
|  | **Hand Washing** | * Wash hands for at least 20 Seconds using plenty of soap and water
* Wash hands frequently, including:
* Before
	+ Starting work
	+ Immediately before food preparation and related activities
	+ Changing gloves
* After
	+ Using the restroom. Restroom handwashing sinks cannot replace your handwashing station. Food workers must wash their hands twice after visiting the restroom– once in the restroom and once at the food service area.
	+ Sneezing
	+ Coughing
	+ Touching raw food
	+ Touching face or hair
	+ Eating or drinking
	+ Emptying garbage
	+ Smoking
	+ Any chance of contamination
 |
|  | **Food Worker Card** | All food workers have an onsite copy of their valid food worker card issued by a Tribe, Indian Health Service, or [INSERT STATE(S)] |
|  | **Overhead Protection** | All equipment, food, condiments and single service items are covered with overhead protection |
|  | **Hand-Washing Station Equipment/Supplies** | • at least one hand-washing station with hand soap, paper towels, and a waste receptacle• a plumbed sink or a five gallon catch bucket or similar• Posted sign that notifies food workers to wash their hands for at least 20 seconds |
|  | **Public Barriers** | Barrier(s) in place to ensure that the public is not able to access your food preparation areas and cooking areas |
|  | **Storage of Personal Items** | Personal clothing and belongings are stored in a designated place away from your food operations |
|  | **Toxic Materials** | Items are stored in their original container, in their right area, and properly labeled |
|  | **Ware-Washing Station** | * 3 separate basins for washing, rinsing, and sanitizing
* designated area to air-dry dishes and utensils
* extra utensils to reduce the need for washing
 |
|  | **Water Source** | All water used in the establishment is potable and from an approved public source |
|  | **Food Grade Hoses** | Hoses used to transport potable water are food grade (no garden hoses) |
|  | **Wastewater Disposal** | All food workers know the location of the approved site for dumping wastewater and understand that wastewater may not be dumped in storm drains, toilets or on the ground |
|  | **Sanitizer**  | * An approved sanitizer solution with approved test strips must be available
* Wiping cloths stored in a sanitizing solution
 |
|  | **Food Thermometer**  | * A calibrated stem-type thermometer or thermocouple capable of measuring all proper food temperatures
* Ensure your food temperature measuring devices are accurate to ±2°F and have a suggested range of 0°F to 220°F
 |
|  | **Bare Hand Contact**  | * Do not contact exposed, ready-to-eat foods with your bare hands
* Use suitable utensils such as deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment.
* Make sure you have an adequate supply of gloves
 |
|  | **Ice** | * Ice is from an approved source or commercially made and not from home
 |
|  | **Hot Holding** | * High risk foods must be hot held at 135°F or above
* Hot holding equipment must be capable of maintaining high risk foods at 135°F or above at all times including during transport
* Crock pots can be used for hot holding but should not be used for reheating food
 |
|  | **Cold Holding** | * Cold high risk foods must cold held at 41°F or less
* Cold holding equipment must be capable of maintaining high risk foods at 41°F or below at all times including during transport
 |
|  | **Cooking/Reheating**  | * Discard hot held foods at the end of the day
* Do not reheat food more than one time
* High risk food that is cooked, cooled, and reheated for hot holding shall be rapidly reheated so that all parts of the food reach a temperature of at least 165°F for 15 seconds within one hour
* Un-opened, intact, commercially processed, and packaged foods to be hot held shall be reheated to 135°F
 |
|  | **Food Worker Hygiene** | * All food worker’s hair is either completely pulled back or worn under a hat or hair net
 |
|  | **Garbage**  | * Provide an adequate number of non-absorbent, easily cleanable garbage containers
 |
|  | **Restrooms** | * Make sure that your food workers have access to toilet and hand washing facilities at all times of operation
 |

**APPLICATION SIGNATURE**

*I acknowledge that I have received and reviewed a copy of the Temporary Food Establishment checklist and understand that my establishment must comply with the checklist and the applicable Food Safety requirements. I hereby consent to inspection by the* ***[INSERT NAME OF TRIBAL DEPARTMENT]*** *and acknowledge that issuance and retention of this permit is contingent upon satisfactory compliance with* ***[INSERT APPLICABLE LAW SUCH AS USDA FOOD REGULATIONS, THE TEMPORARY FOOD ESTABLISHMENT GUIDE, OR TRIBAL CODE/POLICY]*** *as amended.*

APPLICANT’S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPLICANT’S PRINTED NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_